



TANF 709-1

EMPLOYMENT and TRAINING

Verification and Reconciliation

Supersedes:	TANF 701-4 (01/01/09)
References:	45 CFR 261.20-.25; ARM 37.78.102; and .508; Deficit Reduction Act of 2005
TANF EMPLOYMENT and TRAINING POLICY	
Overview:	<p>Employment and Training contractors are required to report actual participation hours for each work activity an adult (or minor child head of household) TANF client participates in. Actual, verified monthly participation hours, not negotiated hours, must be reported.</p> <p>Documents used to verify actual participation hours should include:</p> <ol style="list-style-type: none">1. Client's name;2. Actual participation hours;3. Work site supervisor's, education provider's or other service provider's name; and4. Name, signature and phone number of person who verified participation hours.
VERIFICATION OF ACTIVITIES	E&T case files must include verification of all completed activities. Verification may differ based on the specific activity.
PAID ACTIVITIES	<p>Written verification of employment hours is required for all paid activities.</p> <p>Wage stubs or other employer-produced documents are the best verification source of paid hours. The E&T program can assume the individual participated for the total hours for which they were paid.</p>
NON-PAID ACTIVITIES	<p>Unpaid activities are verified using signed documents that support the participation hours.</p> <p>This may include, but is not limited to activity logs, attendance records, documented collateral contacts or other realistic logs showing time spent in the activity.</p>
EDUCATIONAL ACTIVITIES	<p>Supervised homework time and up to one hour of unsupervised homework time can be counted for each hour of class time. Total homework participation time cannot exceed the educational program's required or advised hours.</p> <p>Distance learning time may count if it meets the work activity definition and supervision requirements.</p> <p>Single teen head of household or married teen: Clients who are married or head of household who are less than 20 years old are deemed to meet work requirements for a month if they:</p> <ol style="list-style-type: none">1. Participate in education directly related to employment an average of 20 or more hours per week during the month;2. Have satisfactory attendance at a secondary or equivalent school.
FAMILY STABILITY ACTIVITIES	Family stability activities do not need to be verified unless the E&T program needs the information to assist with activity engagement or re-engagement.
RECONCILIATION	All activities must be reconciled by the last day of the following month.

EXCUSED ABSENCES / RECONCILIATION	<p>Excused absences may be reconciled when the client has good cause for not participating in unpaid work activities. Excused absences are limited to NO MORE THAN:</p> <ol style="list-style-type: none"> 1. 16 hours in a month; AND 2. 80 hours in the immediately preceding 12-month period. 										
HOLIDAYS / RECONCILIATION	<p>10 holidays are allowed per Federal Fiscal Year (October 1 – September 30), and up to 8 hours may be reconciled for each holiday. The following are the only allowed holidays:</p> <table border="1"> <tr> <td>Columbus Day</td><td>Martin Luther King, Jr. Day</td></tr> <tr> <td>Veteran's Day</td><td>President's Day</td></tr> <tr> <td>Thanksgiving</td><td>Memorial Day</td></tr> <tr> <td>Christmas</td><td>Independence Day</td></tr> <tr> <td>New Year's Day</td><td>Labor Day</td></tr> </table> <p>Up to eight (8) hours may be reconciled in unpaid work activities for the above holidays. Documentation in person notes is required when reconciling holiday hours.</p>	Columbus Day	Martin Luther King, Jr. Day	Veteran's Day	President's Day	Thanksgiving	Memorial Day	Christmas	Independence Day	New Year's Day	Labor Day
Columbus Day	Martin Luther King, Jr. Day										
Veteran's Day	President's Day										
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EFFECTIVE DATE:	January 1, 2017										